

## Senior Consultant – Business Personal Property Tax

**Hiring organization**  
Invoke Tax Partners

**Employment Type**  
Full-time

**Job Location**  
Dallas, TX

**Date posted**  
December 19, 2023

### Description

Candidates for the Senior Consultant position must possess a successful track-record of experience in the Business Personal Property (BPP) Tax market. Candidates must be able to work in a deadline driven, fast-paced, and dynamic work environment. Responsibilities include but are not limited to filing returns, reviewing returns, appealing assessment notices, and processing tax bills. The Senior Consultant is responsible for ensuring client appeals are handled appropriately and working with the team to apply proper valuation methodologies.

### Responsibilities

- Manage complex BPP filings in multiple states
- File appeals, maintain appeal calendar, and attend hearings
- Successfully navigate Freeport Exemption filings where applicable
- Negotiating with assessors on multi-state portfolios
- Consistently exceed client service expectations
- Manage and motivate staff to achieve desired results
- Attain mastery of software updates and changes, specifically OneSource/PTMS
- Develop and preserve positive relationships with assessors and clients
- Create and update files and records, while tracking tax appeal deadlines
- Verify that values fall within established guidelines
- Maintain hearing schedules as required
- Manage the processing of tax bills timely and accurately
- Participate in team projects by taking ownership of assignments
- Ensure all team matters are completed in a timely manner
- Commitment to working in a dynamic, deadline driven environment

### Qualifications

- Bachelor's degree in Accounting, Business Administration, Finance, or related field preferred
- Highly detail oriented
- Strong analytical and technical skills
- Ability to work independently with minimum supervision
- Excellent Communication Skills
- Advanced skills in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Ability to meet travel requirements of the job
- Previous OneSource/PTMS software experience is required